



Create a Deposit for US Currency

To create a deposit for **US Currency**, complete the following steps:

1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** menu, click **US Currency** for type of deposit. The *Select OTC Endpoint* page appears.
3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.
4. Enter the necessary information to prepare the deposit.

Under **Deposit Information**,

- Enter the **Deposit Total**
- Select the **Voucher Date**



Application Tip

When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the **deposit is created**, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Financial Institution Information**,

- Select a **Financial Institution**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the dates the receipts are processed in **From:** and **To:**
- Enter the name of the **Alternate Agency Contact**
- Enter the **User Defined Field (UDF)** details

Under **Currency Denomination**, *if applicable*

- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the Deposit Variance.

**Application Tip**

The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

5. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.
6. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

**Application Tip**

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

**Application Tip**

At least one accounting code entry is required, but additional lines are optional.

**Application Tip**

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols (TAS)**
- They *are* identified as **Treasury Account Symbols (TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

**Application Tip**

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

**Application Tip**

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

7. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
8. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

**Application Tip**

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available. For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.